



# Writing for iQ:

## Submissions Guide

RECORDS AND INFORMATION MANAGEMENT  
PRACTITIONERS ALLIANCE

Advancing and Connecting the Records and Information  
Management Profession.

Welcome to iQ, the journal of the Records and Information Management Practitioners Australasia (RIMPA Global). Our mission is clear: to disseminate a wealth of knowledge in records and information management and related disciplines such as data management, privacy, information access, archival and records preservation, reaching a broad spectrum of industry professionals and stakeholders.

At iQ, we present a rich tapestry of content, contributed by experts in the field and by those with fresh perspectives and innovative ideas. Whether you're an academic with research to share, a practitioner with insights into best practices, or someone at the intersection of theory and practice, your contributions are valued here.

Our editorial team receives unsolicited submissions and commissioned works. Our primary focus lies in original research, insightful case studies and innovative practice that resonate with professionals in records and information management.

We do not offer financial compensation for contributions; however, the intellectual property rights remain with the authors, ensuring recognition and preservation of their work. For RIMPA Global members, publication in iQ is an opportunity for professional advancement, contributing towards professional status and eligibility for the Article of the Year Award.



## Articles

We accept a range of article types, including:

- Feature articles - in-depth, authoritative pieces on critical issues or emerging trends in the industry.
- Practical guides/how-tos - actionable, step-by-step guides that provide readers with practical solutions or tools to improve their daily practice.
- Opinion Pieces - thought-provoking commentaries or insights on industry trends, practices or innovations.
- Research/white papers - original research with clear objectives, methodology, results and conclusions.
- Case Studies - in-depth analyses of specific situations, projects or challenges, focusing on lessons learned.
- Profiles/interviews - with industry leaders, innovators or influencers.
- Emerging voices/new practitioner contributions - short articles or commentary pieces from early-career professionals or students to engage the next generation of industry leaders.
- Global Perspectives - international insights, trends or challenges from different regions of the world, showcasing diverse practices in records and information management across countries.
- Reviews - comprehensive analyses or comparisons of recent developments, books or technologies relevant to the field.



## Style guide

- Length - articles should be between 800 and 3,000 words, depending on article type.

Article Type	Word Count
Feature	2,000 – 3,000
Practical guide / how-to	1,500 – 2,000
Opinion piece	800 – 1,200
Research / white paper	1,500 – 2,500
Case study	1,500 – 2,000
Profiles / interviews	1,200 – 1,800
Emerging voices / new practitioner contribution	800 – 1,200
Global perspectives	1,000 – 1,500
Reviews	800 – 1,000

- File format - submit contributions as a Microsoft Word document (.docx).
- Font – Aptos, 11-point, paragraph spacing 0 pt before, 8 pt after, line spacing at least 1.16 pt.
- Citations - include references at the end of the document. In-text citations should match the reference list.
- Images - submit high-resolution images (300 DPI or higher) as separate files (PNG or JPEG), colour is RGB. Indicate placement within the submission.
- Tables – must have appropriate titles and captions.

## Writing tips

- Understand the audience. Our readers include industry professionals, decision-makers and thought leaders looking for insights and solutions.
- Use terminology that is accurate and familiar to industry professionals and avoid unnecessary jargon.
- Write in an active voice to create a more direct, dynamic tone.
- Begin with a concise introduction that outlines why the topic is relevant. Highlight the current trends, challenges or advancements that make your article timely. Make the reader an offer, what benefit will they gain by getting beyond the headline and first paragraph?
- Use headings and subheadings to guide the reader through your article. This helps break up information, making it easier to follow and digest.
- Aim for short, focused paragraphs that each convey a single idea or point. This enhances readability and keeps the flow of information clear.
- Support your points with data, statistics, and references from reliable, up-to-date sources. Verify all data, sources, and claims for accuracy. Referencing reputable studies or recent data enhances credibility and keeps the article current.
- Don't just list facts and figures; explain their significance. Describe how the data impacts the industry or the reader's specific role, adding value and context.
- While sharing insights and recommendations, remain unbiased. A balanced tone increases credibility and appeals to a diverse readership.
- If other individuals or teams contributed data, ideas, or support, give them appropriate recognition to maintain transparency and professionalism.
- Write what you know about from personal experience or research. Include case studies, anecdotes, or industry examples to illustrate your points. Real-world applications make abstract concepts relatable and memorable.
- Readers value information they can act on. Include specific tips, best practices, or steps they can take to apply what they've learned.
- Conclude with a summary that reinforces the main takeaways. This ensures readers leave with a clear understanding of how to implement your insights.
- Review your work for grammatical errors, clarity, and consistent terminology. Edit out unnecessary words, aim for succinct, powerful writing.

## Submission Process

- Submit articles via our online submission portal at [RIMPA iQ Article Submission](#) or email to [editor.iq@rimpa.com.au](mailto:editor.iq@rimpa.com.au)

## Review

All submissions are assessed by the editor, members of the editorial board or subject matter experts. Submissions are assessed for:

- Relevance to the iQ theme, type of article, topic and readership.
- Innovation, robust research and use of existing literature that encourages readers to explore the subject matter more deeply.
- Adherence with style guide and writing tips.

Submissions may be

- accepted without change
- accepted with minor editorial change
- returned with guidance for resubmission
- rejected.

Acceptance of returned submissions is dependent on changes being made which satisfy the guidance for changes.

The review process typically takes 4-6 weeks. Authors will be notified of acceptance, rejection, or need for revision.

## Acceptance

When submissions have been accepted, authors:

- complete, sign and submit to the Editor an iQ Form for Authors.
- provide a head and shoulders photograph of themselves (minimum 1MEG)

Submissions accepted for publication may be edited for spelling, grammar, punctuation and journalistic presentation. Submissions may also be reduced in length to meet the journal's production requirements and a headline or sub-headline added. The Editor reserves the right to split an article over more than one issue of the magazine where space is limited.



## Submission Terms and Conditions

### *Style*

Authors must ensure their submission meets the style guide. Submissions may be returned to authors that do not meet the requirements.

- Before the body of your article include:
  - author name, affiliation and contact information
  - bio (50-100 words) for each contributor
  - abstract (150-250 words) summarising the article's main points and up to 5 keywords.

### *Authors and Contributions*

Articles submitted to iQ should be the wholly original work of the named authors.

- Submissions should not be previously published or under review elsewhere.
- Only individuals who contributed significantly to the work should be listed as authors. Ensure all listed authors have agreed to the submission.
- Submissions should represent honest, accurate, and complete reporting of the authors' findings. Authors are responsible for properly citing all sources.

### *Copyright*

- Upon acceptance, authors are required to transfer copyright to iQ. This enables us to publish, distribute, and promote your work while giving you credit as the author.
- Authors retain the right to share their work post-publication for educational or research purposes, provided that credit is given as follows: 'This work was first published in the (month and year) issue of iQ - The RIMPA Quarterly Magazine of the Records and Information Management Practitioners Alliance.'
- RIMPA Global may create derivative works based on the original content. This may include adapting articles into blog posts, social media content, newsletters and other formats as appropriate to reach and engage our audience.

The iQ Copyright Statement provides further information.

#### *Data Privacy and Confidentiality*

- Authors are responsible for ensuring any data or information included in the submission complies with privacy laws and confidentiality agreements.
- Personal or sensitive information should not be included unless explicit consent is granted.

#### *Corrections and Retractions*

- Authors should notify the journal if any significant errors or inaccuracies are identified after publication. Corrections or retractions will be issued when necessary.
- The journal reserves the right to retract articles that are found to violate ethical standards or contain inaccuracies.

#### *Acceptance of Terms*

- By submitting an article to iQ authors agree to these guidelines, terms, and conditions. Failure to comply may result in rejection or removal of the article from consideration.



## Submission Checklist

### *Article Types and Word Count*

- Feature Article: 2,000 – 3,000 words
- Practical Guide/How-To: 1,500 – 2,000 words
- Opinion Piece: 800 – 1,200 words
- Research/White Paper: 1,500 – 2,500 words
- Case Study: 1,500 – 2,000 words
- Profile/Interview: 1,200 – 1,800 words
- Emerging Voices/New Practitioner: 800 – 1,200 words
- Global Perspectives: 1,000 – 1,500 words
- Review: 800 – 1,000 words

### *Formatting and Style*

- Format is Microsoft Word (.docx)
- Font is Aptos, 11 pt, paragraph spacing set to 0 pt before and 8 pt after, line spacing at least 1.16.
- In text citations with references at end, citations match the reference list.
- Images are high-resolution images (300 DPI) in RGB format, in PNG or JPEG format. Indicate placement in the document.
- Tables have titles and captions.

### *Article and Author Information*

- Author name, affiliation, post nominals and contact information.
- Bio (50-100 words) for each contributor.
- Abstract (150-250 words) summarising the article's main points.
- Up to 5 keywords related to the article.

Submit via the online portal at RIMPA iQ Article Submission or email to [editor.iq@rimpa.com.au](mailto:editor.iq@rimpa.com.au).

